

Effective Date Statewide: 6/05	Revision Date
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GENERAL CIVIL FILINGS

Description:

The initiating of a civil lawsuit.

Reference:

Accounting Manual

<http://192.168.9.168/AccountingManual/lpExt.dll?f=templates&fn=main-j.htm&vid=10.1048/Enu&2.0>

URCP Rule 3

<http://www.utcourts.gov/resources/rules/urcp/03.htm>

URCP Rule 17

<http://www.utcourts.gov/resources/rules/urcp/17.htm>

Overview:

A Petition or Complaint is submitted to the court that has jurisdiction in the matter. The cases can range from debt collection and simple contract cases to more complex torts and property rights cases.

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Procedure/Computer Entry : The following is an outline of the steps that create a Civil action in CORIS.

1. The complaint/petition is date stamped.
2. Filing the Case/Entry in CORIS
 - A. From the **Primary Menu**, select **Case**, > **Case Filing** > **Civil Filing**.
Select the appropriate case type as indicated on the cover sheet
(Contract, Debt Collection, Personal Injury, etc.) .
 - B. Verify filing date matches date stamp on complaint.

The screenshot shows the 'Civil Filing' window with the following fields and values:

- Case:** [Empty]
- Case Type:** Debt Collection
- Filing Date:** 01/19/2005
- Judge:** [Empty]
- Commissioner:** [Empty]
- Old Case Number:** [Empty]
- Name:** [Empty]
- Party:** PLA
- Last Name:** BIG BUSINESS
- First Name:** [Empty]
- Soc Sec:** [Empty]
- Address:** 111 MAIN
- Address 2:** [Empty]
- City:** ANYWHERE
- State:** CA
- Zip Code:** 000000
- Country:** [Empty]
- Title:** [Empty]
- Disabled:** [Empty]
- Safeguarded:** [Empty]
- Attach attorney(s) to party:**
 - Bar No:** 1
 - Bar State:** UT
 - Last Name:** EXECUTIVES
 - First Name:** TV 123
- Amount in controversy \$:** 10000.00
- Schedule Event:** [Unchecked]
- Sealed Case:** [Unchecked]
- Note:** [Empty]

Buttons at the bottom: Re-assign Judge, Accept Fee, Show Attorneys, Attorney Maintenance, Enter, Exit.

- C. Enter the parties. Click **Party** and select **PLA** (or appropriate party title) then enter the Last Name of party and then First Name of party in the appropriate boxes. Enter the address and other identifying information of the party as provided on the complaint.

Note: If the name includes a Jr, Sr, etc., enter after the middle name. The only punctuation used is when a last name is hyphenated. When a party is a business, enter the entire name of the business in the Last Name Box. Check the drop down box to see if the party is listed as a common party. If so click on the party name to select.

- D. If there is an attorney listed on the complaint, the attorney should be attached at this time. Enter the attorney's bar number in the **Bar No.** box under **Attach Attorney(s) to Party**. Select **Find** to locate attorney, then click on the **Attach Attorney** button. A message will come up informing you that this attorney will be attached to this party when the enter button is pressed. Select **OK**.
- E. Select **Next Party** and continue to enter all the parties, (plaintiff and defendants, etc) that are listed on complaint/petition repeating the steps above.
- F. Enter the amount in controversy in the **Amount in Controversy** box. This information should be provided on the cover sheet.
- G. Select **Accept Fee** when you have entered all the parties. Enter your password, Select **Continue**.

*CORIS will automatically take you to the **Payments** screen (Cashiering).*

- H. Select the correct payor from the **Payor** drop down box. If party is not listed, add the payor by clicking on the **Payor** button on the bottom of the screen.

Payments user1 2004004

Case Number: 040100003 Contracts Citation Find

Last Name: KITTY First Name: CAT

Payor: KITTY, CAT LEA:

Payment Options:

<input type="checkbox"/> Trust	Balance Due \$ 0	Recurring Payment \$ 0	<input type="checkbox"/> Cash Bond Bonds Open \$ 0
<input checked="" type="checkbox"/> Civil Fee	\$ 155.00		<input type="checkbox"/> Cash Bail Bail Open \$ 0
<input type="checkbox"/> Fine/Forfeiture	\$ 0		<input type="checkbox"/> Trust without a Case
<input type="checkbox"/> Miscellaneous	\$ 0		<input type="checkbox"/> Mail Payment
<input type="checkbox"/> Time Pay	\$		Amount to be Paid \$ 155.00

Tender Options:

Cash \$		<input type="checkbox"/> Add Note	<input type="checkbox"/> Send Receipt to Printer	<input checked="" type="checkbox"/> View Receipt
Check \$	155.00	Number 333	Type Business	
Credit \$				
Credit Card \$		Number	Type	
Non Monetary \$		Authorization	Expiration Date	

Clear Undo Payor Non Cash Bond Dispose Bail/Bond A/R Enter Exit

☒ Clear Case After Transaction

Add Payor

Last Name

First Name

Address

City, St, Zip

Home Phone

Social Security Number

Existing Parties Note Enter Exit

- I. If payment is received by mail, click **Mail Payment** box.
- J. Select **Civil Fees** (a box will display asking if this is the correct payor. Select **Yes.**)

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- K. Select correct amount for Complaint (2K-10K etc), click on **Continue**. This will take you to the Payments Screen.

The screenshot shows the 'Civil Fees' window. At the top, the Case number is 050000006 and the category is Debt Collection. The Title is 'IN THE MATTER OF BIG BUSINESS'. The Judgment Disposition is empty. The Amount of Suit is \$10000.00 and Fees paid to date is \$0. Below this is a 'Scroll to fee' dropdown. A table lists various fees with 'COMPLAINT 10K-MORE' selected. At the bottom, there are checkboxes for Government Fee, Zero Amount, Proceed to Miscellaneous Copies, and Partial Fee Payment. The Amount Due is \$155.00. Buttons at the bottom include All Fee Codes, Paid Fees, Note, Continue, and Exit.

Fee Description	Fee Amount
CIVIL FILING FEE	0
COMPLAINT - NO AMT S	155.00
COMPLAINT 0K-2K	50.00
COMPLAINT 10K-MORE	155.00
COMPLAINT 2K-10K	95.00
COUNTER 0K-2K	45.00

- L. When you select Continue in the Payments Screen it will take you the Civil Fee Documents Screen. The complaint information will automatically be entered. The text can be changed or modified to correctly reflect the title on the complaint. Select **Enter**.

The screenshot shows the 'Civil Fee Documents' window. It displays the Case number 050000006, Debt Collection, and Name EXECUTIVES, TV 123. The Filing Date is 01/19/2005 and Filing Time is 08:09 AM. The Document Title is 'Complaint 10K-MORE'. At the bottom, there is a 'Case Calendar' button, a 'Print Barcode' checkbox, and 'Enter' and 'Exit' buttons.

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- M. Under **Tender Options** in the Payments Screen, enter appropriate payment information (cash, check information, etc).
- N. Select **Enter** to complete transaction, CORIS will print a receipt.
- O. Write case number and assigned judge on the Complaint/Petition.
- P. Write case number and/or receipt number on the check.